

Notification and Completion of Community Involvement Activities

Student 	Student Number
Student Telephone 	High School
School Year (xxxx - xxxx) 	Principal

Please provide the information requested below about the community involvement activities in which you plan to participate.
 Submit this form to the school Guidance Office when you have completed 40 hours of community involvement activities. All activities must be on the eligible list.

ACTIVITY	ESTIMATED NUMBER OF HOURS	ESTIMATED DATE OF COMPLETION	SCHOOL APPROVAL	COMPLETED NUMBER OF HOURS	DATE OF COMPLETION	TELEPHONE NUMBER, ORGANIZATION & SUPERVISOR NAME (PLEASE PRINT)	SUPERVISOR SIGNATURE & COMMENTS
Total							

Student Signature	Date
Parent/Guardian Signature	Date

For office use only	
☐ Completion has been noted on Student Trillium Record	
Signature of School Official	Date

This information is collected and used pursuant to the Education Act. The information will be used to document the Community Involvement Diploma Requirement.

White (Original) - OSR retain 5 years post retirement
 Yellow - Student Copy
 Pink - (Notification) - Guidance (OSRs are retained in guidance.)

What types of activities are ineligible?

Ineligible Activities are activities that may not be included in community involvement hours by students as outlined by both the Ministry of Education and the York Region District School Board. An ineligible activity is an activity that:

- involves any work for a for-profit organization;
- is a requirement of a class or course in which the student is enrolled;
- takes place during the time allotted for the instructional program on a school day with the exception of an activity that takes place during the student's lunch breaks or "spare" periods, which is permissible;
- takes place in a logging or mining environment, if the student is under 16 years of age;
- takes place in a factory, if the student is under 15 years of age;
- takes place in a workplace other than a factory, if the student is under 14 years of age and is not accompanied by an adult;
- would normally be performed for wages by a person in the workplace;
- involves the operation of a vehicle, power tools, or scaffolding;
- involves the administration of any type or form of medication or medical procedure to other persons;
- involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act;
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
- consists of duties normally performed in the home or personal recreational activities;
- involves a court-ordered program;
- involves any volunteer work for a York Region District School Board Trustee; or
- involves participation in extra-curricular activities at secondary school, or any position for which a student stands for school-wide election.

What types of activities are eligible?

Eligible Activities are volunteer activities that may be counted towards 40 community involvement hours that must be accumulated by students as a graduation requirement. Eligible activities are those activities that provide services to improve the community or well-being of its members and may be performed for not-for-profit organizations. If an activity does not fall within the categories approved by the Board, and is not on the list of ineligible activities students must obtain written approval from the principal before beginning the activity.

Elementary Schools – assist with school events, assist School Councils, activities for children;

Secondary Schools – organization and leadership of school activities that benefit the community;

Animal Care – volunteering in a zoo, animal shelter, or on a farm;

Arts and Culture – volunteering in galleries, libraries, community productions;

Charitable Organizations – assisting with special events, programs, clerical tasks;

Children/Youth Programs – assisting with children/youth programs, volunteering in a not-for-profit child care centre or camp;

Community Organizations – assisting with special events, food banks, community support services, shelters, clerical tasks;

Community Service for Individuals – assisting community members in need;

Environmental Projects – flower/tree planting, beautification projects, recycling projects, recycling depot;

Health Agencies – volunteering in hospitals, hospices, Canadian Blood Services (volunteering to organize or assist with a blood donor clinic), donating blood (time required to donate);

Law Enforcement Agencies – volunteering for activities sponsored by the police;

Political Organizations – activities related to legitimate and recognized political organizations; municipal, provincial and federal political activities except for those supporting York Region District School Board Trustees;

Religious Organizations – assisting with programs, special events;

Senior Citizens – assisting in seniors' residences, providing services for seniors in the community;

Sports and Recreation – coaching, organizing special events, assisting with projects/events; or

Service-Focused Club Activities – activities that expand community service to others beyond the school day (holiday dinner participation, environmental action activities, etc.).

If an eligible activity also falls within the definition of ineligible activities, the activity will be deemed ineligible.

Where a blood donor clinic takes place during the school day, hours will only be provided to students volunteering during their lunch, spare periods or before and after school.

Activities at for-profit organizations such as private camps, child care centres, or farms, will not be eligible.

Liability Insurance

Students and community sponsors are only covered by the Board's insurance plan for liability losses arising from the students' defined activities within the 40 hours of community involvement or other limit set by the high school if the Notification and Completion of Planned Community Involvement Activities form is completed.

Community sponsors will be responsible for ensuring that their liability insurance will protect them for their involvement in this program.

For more information, visit the YRDSB website <http://www.yrdsb.edu.on.ca/communityinvolvement>